

# Parking Violation Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Parking Authority Name]

[Parking Authority Address]

[City, State, Zip Code]

Dear [Parking Authority Name],

Subject: Acknowledgment of Parking Violation Notice

I am writing to acknowledge receipt of the parking violation notice (Ticket No: [Ticket Number]) issued on [Date of Violation] for my vehicle (License Plate No: [License Plate Number]) parked at [Location of Violation].

I understand the circumstances surrounding the issuance of this violation and am currently reviewing the situation. Should you require any further information from my side, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]